

Background on the REP:

Since 1961, the State Board of Education has collected information regarding educational personnel in the state of Michigan. Beginning with the 2001-2002 school year, this information will be collected by the Center for Educational Performance and Information (the Center) as one of the five core data sets in the Web-based Michigan Education Information System (MEIS). This data set is called the Registry of Educational Personnel (REP).

The REP replaces the Register of Professional Personnel (ROPP) and will be a complete set of data of personnel working in educational facilities. Therefore, the ROPP will no longer be collected. **Please note that the form IM-4204, the School District/Building Staff Report (FTE), will be collected for one more count during the 2001-2002 school year.**

Data submitted via the REP will be used to meet federal and state reporting requirements. These include reports produced for the United States Department of Education and for the state of Michigan regarding school personnel, supply and demand data, as well as the audit of instructional personnel conducted by the Michigan Department of Education.

Over the past several months, the REP Pilot Group has provided input regarding the data dictionary and the data to be collected. A working draft (v1.1.2) of the REP Technical Manual and Data Dictionary is available on the "Data Services" section of the Center's Web site. The REP information also includes the required security agreements for the REP and CDX, and links to the REP and CDX applications.

In December 2001, a letter regarding the REP was sent to ISD superintendents. The following information outlining the submission dates for the REP was included:

February-April 2002

Submission of data regarding instructional staff (including instructional aides) and administrators for the 2001-2002 school year. (Submission of all other personnel is optional at this time.)

September-December 2002

Submission of data regarding all school personnel.

June 2003

Submission of data regarding all school personnel plus professional development.

Security Agreements for the Credential Data Exchange (CDX) and REP:

The Center has developed an application that will enable each ISD, LEA, and PSA to obtain their teachers' credential number(s), issue dates, and expiration dates. The application is called the Credential Data Exchange (CDX). You will be able to use your MEIS account number and password for the CDX; however, a separate completed security agreement will be required.

If you do not have an MEIS account, go to <http://meis.mde.state.mi.us> and click on the "MEIS User Management" link. There you will be instructed as to how to create an MEIS account.

Security agreements for both the REP and CDX are available on the "Data Services" section of the Center's Web site www.michigan.gov/cepi. Click on "MEIS Applications," and go to the REP listing for both security agreements. Instructions are included on the agreements.

Information about the CDX Application:

The CDX application is available under the REP listing on the Center's Web site (www.michigan.gov/cepi) as well as on the MEIS Web site (<http://meis.mde.state.mi.us>). Instructions for the CDX submission process are available on the MEIS Web site under the menu "Credential Data Exchange - Upload."

To use the CDX, submit the teacher's name, birth date, and social security number. When you receive notice that the file is ready, the results will include the same information along with the credential numbers, issue, and expiration dates. If an individual has multiple credentials, you will receive all the credential numbers and dates. (The Center does not know which credential is currently being used by that staff member.) For example, one of your employees may hold a teaching credential and a school psychologist credential; therefore, it will be beneficial for the district to have both numbers. When there are multiple credential numbers, it will be the district's responsibility to submit the correct credential number that relates to the current assignment of the employee.

A second alternative for obtaining the teacher credential numbers, one staff member at a time, is available through the Office of Professional Preparation Services Web site at: <http://www.state.mi.us/mde/off/ppc/index.htm>. Click on "Verify Teacher Certification." You will be required to key in the individual's name. You will receive all credentials in the teacher certification database for that one name.

Information about the REP Application:

The REP application is available under the REP listing on the Center's Web site (www.michigan.gov/cepi) as well as on the MEIS Web site (<http://meis.mde.state.mi.us>).

Contact Information:

Lynne Erickson, Administrator for the REP, can answer your specific questions about the REP or the CDX at CEPI-REP@michigan.gov. You can also reach Lynne at 517-241-2374. A listserv has been created at REP@listserv.mde.state.mi.us for discussion of REP issues and the sharing of best practices among the members of the listserv.